



CITY OF PRINCE ALBERT

MANAGEMENT COMMITTEE REGULAR MEETING

AGENDA

**MONDAY, APRIL 3, 2023, 12:00 PM
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. DECLARATION OF CONFLICT OF INTEREST

4. APPROVAL OF MINUTES

- 4.1 January 31, 2023 Management Committee Meeting Minutes for Approval (MIN 23-6)

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

- 6.1 Vision for Internal Communication (RPT 23-145)

Verbal Presentation: Sherry Person, City Manager

7. UNFINISHED BUSINESS

8. ADJOURNMENT



City of
Prince Albert

MIN 23-6

MOTION:

That the Minutes for the Management Committee Regular & Incamera Meetings held January 31, 2023, be taken as read and adopted.

ATTACHMENTS:

1. Regular Minutes
2. Incamera Minutes



CITY OF PRINCE ALBERT

MANAGEMENT COMMITTEE REGULAR MEETING

MINUTES

**MONDAY, JANUARY 31, 2023, 3:45 P.M.
MAYOR'S BOARDROOM, 2ND FLOOR, CITY HALL**

PRESENT: Mayor Greg Dionne
Councillor Don Cody
Councillor Ted Zurakowski

Councillor Dawn Kilmer

Terri Mercier, City Clerk
Sherry Person, City Manager

1. CALL TO ORDER

Mayor Dionne, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0005. **Moved by:** Councillor Zurakowski

That the Agenda for this meeting be approved, as presented, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Chair.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0006. **Moved by:** Councillor Zurakowski

That the Minutes for the Management Committee Public and Incamera Meetings held August 22, 2022 and Incamera Meetings held October 17, 2022, November 7, 2022 and January 11, 2023, be taken as read and adopted, with the following amendment:

1. That Item No. 4.2 in the January 11, 2023 Incamera Minutes be amended.

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 Bylaw Enforcement – Seasonal Report for Management Committee (RPT 23-21)

Verbal Presentations were provided by Craig Guidinger, Director of Planning and Development Services, Trina Wareham, Bylaw Services Manager and Tim Maier, Bylaw Enforcement Supervisor.

0007. **Moved by:** Councillor Zurakowski

That RPT 23-21 be received as information and filed.

CARRIED

6.2 Update from Communications Subcommittee December 5, 2022 Meeting (RPT 23-3)

Verbal Presentation was provided by Councillor Kilmer.

0008. **Moved by:** Mayor Dionne

That the following be forwarded to an upcoming City Council meeting for consideration:

That members of Council be encouraged to follow Subsection 30(5) of The Procedure Bylaw as much as possible so that members of Administration can respond promptly and accurately to Council Inquiries at meetings for the benefit of the public that are watching the meetings and for the media reporting.

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 4:10 P.M.

0009. **Moved by:** Councillor Zurakowski

That this Committee do now adjourn.

CARRIED

MAYOR GREG DIONNE
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS DAY OF , A.D. 2023.

TITLE: Vision for Internal Communication

DATE: **March 30, 2023**

TO: Management Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received as information and filed.

TOPIC & PURPOSE:

To share the City Manager's vision for internal communication.

PROPOSED APPROACH AND RATIONALE:

This report is in response to Management Committee Resolution No. 0015 dated August 22, 2022, specifically Item No. 2:

1. That the City's Bylaw Division provide a seasonal update to Management Committee.
2. ***That the City Manager provide her vision for Internal Communication for consideration at an upcoming Management Committee meeting; and,***
3. That the Communications Strategic Planning Session be re-scheduled to early 2023.

For a municipality to achieve success, it is critically important to have consistent, predictable and informed communication with Council, City employees, stakeholders, business owners and residents. Improving how we, as a City, communicate affects every facet of our operation and ultimately how the public views our service. Over the last few years, we have focused much of our attention on ensuring timely and proactive messaging to the public of items that may have an impact on them. Although we continue to explore ways to enhance the quality and timeliness of information being shared, we are very pleased with the significant advances

we have made so far and the indicators that have shown that our messages are reaching audiences.

With external communication processes now established, we are taking a closer look at how we communicate internally to identify where there may be opportunities for greater information sharing that will ultimately lend itself to better project management and improved service levels. After careful consideration of what has already been achieved and what I hope to achieve, my vision for moving internal communication forward is:

“Corporate Alignment”

Corporate alignment means all employees, all departments and all City representatives are engaged and working cohesively to achieve the goals of the organization. In this regard, there are two components to this vision for internal communication:

First, as a large organization the impact of decisions often crosses multiple departments and divisions. It is important therefore that decisions are not made in isolation and that the impacts on both employees and the public are fully considered before implementing. The best way to ensure this is achieved is by taking on more of a teamwork approach, including more employees in the decision making process and empowering them to contribute their knowledge where applicable.

Second, we must ensure that employees in the organization understand the vision of the strategic plan and the role they have in achieving the goals set out in it. For example, if we want to be innovative and embrace new ideas we need to talk to staff about what that means in their daily work lives. To achieve a coordinated approach we must communicate what is important to the employees.

Throughout 2023, there are a number of areas where we will be focusing specifically on communicating inter-departmentally to achieve this vision. The following are examples of how this vision is currently being actioned:

1. Comprehensive Project Review

Following approval of the 2023 budget, a comprehensive listing of upcoming projects was prepared and reviewed by Department Heads as a group. The focus of this exercise was to share ideas, review areas of concern and consider opportunities for partnerships with other departments, groups or organizations before the projects get started. As projects evolve and new priorities are brought forward to Administration, Directors will share the details at our regularly scheduled Department Head meetings for discussion and review.

2. Expectations and Performance Management

Our organization has expectations of each employee; however, often those expectations are assumed and not clearly stated. To improve communication internally between management and staff we must have clear expectations and a consistent approach. This has been identified as a gap in our organization and it is a priority of the City Manager and Director of

Corporate Services to ensure staff are provided with the training and support they need moving forward.

Over the last few months, we have spent time looking at the various staffing levels and the responsibility associated with those roles to determine what expectations we have for our employees. We will be communicating these with senior managers in May and with all staff in June. We have also completed performance management training for all staff who manage or supervise employees and assisted departments with the new process. Initially, it has taken extra time to have templates populated with the required performance measures and behavioural competencies for each position; however, it will now allow for a more streamlined and consistent approach for managing performance throughout all work units.

By setting out the expectations, ensuring employees know how their performance will be measured and by having performance related discussions on a regular basis, a more open communication channel will be established allowing not only concerns to be addressed quickly but also achievements to be recognized more often.

3. Work Unit Engagement

In an effort to build stronger relationships with Union Executives and with all staff, the City Manager and Director of Corporate Services are in the process of coordinating site visits to meet with employee groups at various worksites throughout the year. It is expected that using a collaborative approach to meet and engage staff in a more informal setting would make employees more comfortable and willing to share ideas and ask questions while also providing a great opportunity to strengthen the relationship between Administration, Union Executive members and employee work groups. These meetings allow a more personal approach by providing specific examples of how their daily efforts and tasks accomplish the goals of Council and the Strategic Plan. Every single employee is important and has a role. The level of responsibility and expectation is different but everyone provides a valuable service and needs to be aware that their work and their input matters to The City.

4. Staff Orientation Session and Out of Scope Staff Meetings

We have information sharing opportunities already in place such as the Staff Orientation Session which all employees (permanent and casual) are required to attend each June and Out of Scope Staff Meetings that are scheduled throughout the year. Instead of using these meetings to share general information, we will be changing the focus to instead pass along key messages and specific topics in order to align our corporate messaging.

The Strategic Plan document is our guide. There are three (3) key messages that we want all staff to remember and take away from the plan:



We will be able to achieve greater success when all of our work tasks are completed with these key points as the focus. As we move forward in 2023, we will continue to promote messaging relating to the Plan and achieving goals as an organization rather than as a specific department. By taking steps to include all employee levels in the sharing of information and by having consistent templates and expectations, we will be able to better align our corporate messaging to create an environment where everyone feels valued and has the opportunity to be engaged.

PUBLIC NOTICE:

Public Notice pursuant to Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION: Verbal by Sherry Person, City Manager

ATTACHMENTS: NONE

Written by: Sherry Person, City Manager

Approved by: Director of Corporate Services & City Manager